

KENTUCKY RESIDENT AGENT'S GUIDE RELATIVE FAILURE TO COMPLY WITH CONTINUING EDUCATION

Can you explain why I lost my agent license or certain lines of authority because I did not complete my Continuing Education requirements by June 30, 2006?

All individual resident agents are subject to Continuing Education for every major line of authority: Life, Health, Property, Casualty, Variable Life and Variable Annuity, and Personal Lines. The following limited lines of authority are **EXEMPT**: credit, crop, surety and travel as identified in KRS 304.9-230.

The Continuing Education requirement of 24 hours for each Continuing Education biennium must be completed the last day of the birth month, odd or even numbered years, depending on the year you were born. At least six hours must be directly related to one or more of the agent's active lines of authority and three hours must be in ethics.

Only courses prior-approved by the Kentucky Office of Insurance or from the Midwest Zone will be accepted as approved credit hours.

- No more than 12 hours of correspondence courses can be accepted for credit for any one biennium.
- A course may only be credited ONE TIME during the biennium.

The agent's lines of authority requiring Continuing Education automatically terminate if the agent fails to

- Complete the Continuing Education requirements by the deadline.
- Verify with the Office of Insurance the completion of the courses within 60 days of the last day of the birth month, odd or even year depending on the birth year.

If the agent has no remaining lines of authority, the license will terminate and the agent must return the license certificate to the Office of Insurance without demand.

If the agent has one or more limited lines of authority (Credit, Crop, Motor Vehicle Physical Damage, Surety, and Travel), the license will not terminate. However, the agent must return the license certificate to the Office of Insurance so that the Office can reprint the license with the lines of authority that are still active.

If an agent's license or line of authority terminates for failing to meet Continuing Education requirements, the agent has up to one year from the date of termination to complete the delinquent hours to have the license or line of authority reissued.

I have lost my agent license with all lines of authority. How can I get my agent license reissued?

You need to:

- Find out exactly how many hours you still need (this information is available on the Office of Insurance Web site at <http://doi.ppr.ky.gov/kentucky/>)

- Complete the delinquent hours meeting the requirements for six hours in one or more active lines of authority and three hours in ethics
- Confirm that the Continuing Education course provider files your Certificate of Completion with the Office of Insurance (this information can be confirmed through the Office of Insurance's Web site at <http://doi.ppr.ky.gov/kentucky/>)
- Request an Administrative Office of the Courts (AOC) criminal background check for a fee of **\$10 check or money order** (for two copies) made payable to the Kentucky State Treasurer.
 - You can do this by:
 - Mailing **Form 8301-BGC** (this form can be accessed from the Office of Insurance Web site <http://doi.ppr.ky.gov/kentucky/>
Mail the Form 8301-BGC, and \$10 check to:
Administrative Office of the Courts
Pretrial Services, Records Division
100 Millcreek Park
Frankfort, KY 40601)
 - You can request method of delivery as follows:
 - BY MAIL: Include your self-addressed **return envelope**
 - VIA E-MAIL: Include your full e-mail address on the 8301-BGC form
 - DRIVE-THRU WINDOW: AOC provides service via Drive-Thru Window. You must bring a completed 8301-BGC form with the \$10 fee (for two copies), and will be able to wait for your copy of the AOC criminal background check. The second copy will be submitted electronically to the Kentucky Office of Insurance.
- Send the Office of Insurance your new application for the lines of authority including
 - **Form 8301** (completed in its entirety and attaching the appropriate information) form can be accessed by clicking on the form number or by going to the Office of Insurance Web site <http://doi.ppr.ky.gov/kentucky/>
 - **Report** you receive from AOC in response to your request (Form 8301-BGC) for a background check (your application Form 8301 cannot be processed without this AOC report)
 - **\$40** for the agent license, plus
 - **\$40** for each line of authority
- Have your financial responsibility carrier provide the Office of Insurance with proof that you meet the minimum requirements of \$20,000 per occurrence and \$100,000 in the aggregate through one of the following:
 - Errors & Omissions policy on **Form 99-1**
 - Letter of Credit on **Form 99-2**
 - Surety Bond or Cash Surety Bond on **Form 99-3 or**
 - Insurer's assumption of legal liability on **Form 99-4 or Form 99-6**
- Have each of your appointing insurers send the Office of Insurance
 - Appointment **Form 8302-AP**
 - Appointment fee
 - Property, Personal Lines, and Casualty lines of authority of agent, \$40
 - Life, Health, Variable Life/Variable Annuity lines of authority of agent, \$40
 - All other lines of authority of agent, \$40 each

Once you have done all of this, the Office of Insurance will reissue your agent license and you may resume your agent activities on the reissue date. Until your agent license is reissued, you cannot engage in any agent activity.

I still have my agent license, but I have lost my major lines of authority. How can I get these lines of authority back?

You need to:

- ❑ Find out exactly how many hours you still need (this information is available on the Office of Insurance's Web site at <http://doi.ppr.ky.gov/kentucky/>)
- ❑ Complete the delinquent hours making sure you meet the requirements for 12 hours classroom, six hours in one or more active lines of authority, and three hours in ethics
- ❑ Confirm that the Continuing Education course provider files your Certificate of Completion with the Office of Insurance (this information can be confirmed through the Office of Insurance Web site at <http://doi.ppr.ky.gov/kentucky/>)
- ❑ Request an Administrative Office of the Courts (AOC) criminal background check for a fee of **\$10 check or money order** (for two copies) made payable to the Kentucky State Treasurer.
 - You can do this by:
 - Mailing **Form 8301-BGC** (this form can be accessed from the Office of Insurance Web site <http://doi.ppr.ky.gov/kentucky/>)
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- ❑ Send the Office of Insurance your new application for the lines of authority including
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- ❑ **Report** you receive from AOC in response to your request (Form 8301-BGC) for a background check (your application Form 8301 cannot be processed without this AOC report), and
 - **\$40** for each line of authority
- ❑ Have each of your appointing insurers for these lines of authority send the Office of Insurance
 - Appointment **Form 8302-AP**
 - Appointment fee
 - Property, Personal Lines, and Casualty lines of authority of agent, \$40
 - Life, Health, Variable Life/Variable Annuity lines of authority of agent, \$40
 - All other lines of authority of agent, \$40 each

Once you have completed the process, the Office of Insurance will reissue your major lines of authority and you may resume your agent activities for these lines of authority on the reissue date. Until your lines of authority are reissued you may not engage in any agent activity regarding these lines of authority.